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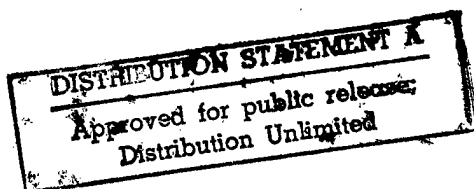
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US ARMY MISSILE RESEARCH, DEVELOPMENT AND ENGINEERING LABORATORY  
US ARMY MISSILE COMMAND

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*PART 1*

**TITLE OF MATERIAL**

Value Engineering Management Information System and  
Operation and Support Cost Reduction Database

**AUTHOR(S)** Sharon Aldijaili

**ORGANIZATIONAL ELEMENT** University of Alabama in Huntsville

☒ **TECHNICAL REPORT** \_\_\_\_\_  
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Technical Report 5-20211  
Contract No. DAAH01-98-D-R001  
Delivery Order No. 13

Value Engineering Management Information System  
and Operation and Support Cost  
Reduction Database

(5-20211)

Final Technical Report for Period  
16 June 1998 through 31 Jan 1999

January 1999

Prepared by:

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Prepared for:

US Aviation and Missile Command  
Redstone Arsenal, Al. 35898  
Attn: Janice Dove

## *PREFACE*


This technical report was prepared by the staff of the Research Institute, The University of Alabama in Huntsville. The purpose of the report is to provide documentation of the work performed and results obtained under delivery order 13 of AMCOM Contract No. DAAH01-98-D-R001. Ms. Sharon S. Aldijaili was the principal investigator. Technical expertise and insights in value engineering information technology were provided by Ms. Janice Dove, Value Engineering, Industrial Operations Division, Systems Engineering and Production Directorate, Research, Development, and Engineering Center, US Army Aviation and Missile Command.

The views and opinions, and/or finding contained in the report are those of the author(s) and should not be construed as an official Department of the Army position, policy, or decision unless so designated by other official documentation.

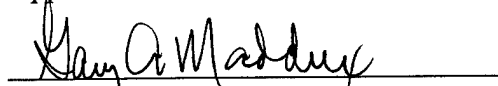
Except as provided by the Contract Data Requirements List DD Form 1423, hereof, the distribution of the contract report in any state of development or completion is prohibited without approval of the Contracting Officer.

Prepared for:           Commander  
                              US Aviation and Missile Command  
                              Redstone Arsenal, Al. 35898

I have reviewed this report, dated Jan 29, 1999 and the report contains no classified information.

  
Principal Investigator

Approval:

  
Research Institute

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APPENDIX A  
APPENDIX B

VEMS DATA ENTRY REQUIREMENTS  
OSCR DATA ENTRY REQUIREMENTS AND DEFINITIONS

## **1.0 Introduction**

The Value Engineering (VE)/Operating and Support Cost Reduction (OSCR) Office of the Industrial Operations Division (IOD), Systems Engineering and Production Directorate (SEPD), Research, Development, and Engineering Center (RDEC), US Army Aviation and Missile Command (AMCOM) is responsible for performing system engineering cost analyses for weapon systems from design through full scale production. This effort includes evaluating reported cost analyses and performing appropriate modifications to information systems. This information is transferred monthly to the US Army Materiel Command (AMC) Headquarters. Reporting requirement changes have resulted in the modification of the operational information system, and the development and integration of an upgraded information system for tracking VE and OSCR cost analyses. Data validation between the operational information system and the upgraded information system was required during development of the upgraded information system software package.

## **2.0 Objectives and Scope**

The objective of this task was to provide engineering support in evaluating cost analyses for weapon systems and to develop, validate, and implement cost analyses report formats for required value engineering directives. The University of Alabama in Huntsville (UAH) Research Institute was tasked to: (1) analyze and document VE and OSCR information system operations; (2) verify and validate database formats for maintaining and reporting cost analyses information; (3) provide VE and OSCR system logic for the modification, development, and integration of a consolidated VE/OSCR information system; (4) make recommendations for computer hardware and software required to utilize the VE/OSCR information system; (5) provide training on the VE/OSCR information system; (6) support Technical Loop reporting activities.

## **3.0 Value Engineering Technologies**

The Value Engineering Management System (VEMS) was integrated into the value engineering cost analyses information tracking process. The VEMS maintains cost analyses information on weapon systems and provides standard reports, user friendly ad-hoc query capability, and graphics support. The VEMS was developed at the US AMC Logistics Support Activity - Major Item Information Center (LOGSA-MIIC) to meet new reporting requirements. System logic and data requirements were documented for the VEMS modification, development, and integration. Data requirements for maintaining system integrity of the VEMS is provided in Appendix A.

#### **4.0 Operating and Support Cost Reduction Technologies**

The Operating and Support Cost Reduction Information System was developed and integrated into the operating and support cost reduction cost analyses information tracking process. The OSCR Information System maintains cost analyses information on weapon systems and provides standard reports, user friendly ad-hoc query capability, and graphics support. The OSCR Information System was developed at the Industrial Operations Division (IOD), Systems Engineering and Production Directorate (SEPD), Research, Development, and Engineering Center (RDEC), US Army Aviation and Missile Command (AMCOM) by members of the UAH Applied Research Program to meet new reporting requirements. System logic and data requirements were documented for the OSCR Information System development and integration. Data requirements for maintaining system integrity is provided in Appendix B.

#### **5.0 Hardware and Software Requirements**

The VEMS hardware and software requirements were established to support the upgrade process. Hardware and software requirements for the VEMS were set by LOGSA-MIIC. Hardware requirements consist of the following: CPU for DOS, minimum of 386DX 25/33 Mhz, 4 MB RAM memory (8 MB RAM memory for windows), 8K internal cache, 128 - 256K external cache, 120 MB hard drive, ISA bus architecture, VGA monitor, 512 MB VRAM video adaptor, both 3.5" and 5.25" internal drives, 1 serial port, 1 parallel port, 1 keyboard, 1 mouse, and a 24 pin dot matrix printer with parallel interface wide carriage. Software requirements for the VEMS consist of the following: remote communication software, Foxpro DBMS application, and VEMS. Software requirements for the VEMS were provided by LOGSA-MIIC.

The OSCR Information System hardware and software requirements were established to support the development and maintenance process. Software requirements were met using existing software. The OSCR Information System was developed using Microsoft Access 2.0. Hardware requirements were met using existing equipment.

The VEMS, OSCR Information System, and other application software are utilized on an InSync Pentium 133Mhz CPU, 32 MB RAM memory, 256 external cache, 1.0 gbyte hard drive, 3.5" internal drive, internal ZIP drive, CD ROM, 2 serial port, 1 parallel port, 1 keyboard, 1 mouse, and HP LaserJet IIID laser printer.

## **6.0 VEMS/OSCR Information System Training**

VEMS and OSCR Information System training was provided through a user tutorial for Industrial Operations (IO) Division personnel. A password to the VEMS was assigned and a VE and OSCR System User Instruction manual was made available to IO Division personnel.

## **7.0 Technical Loop Reporting Activities**

Utilizing VEMS, data concerning Technical Loop activities were input and tracked as required. Spare part reductions associated with Technical Loop initiatives were identified by extracting spare part information from value engineering proposal initiatives. This information was formatted to allow access to the Technical Loop efforts to project funding reductions for the future. Reports were provided as requested displaying information concerning spare part initiatives.

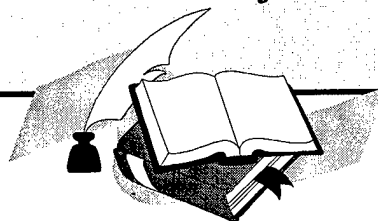
## **8.0 Recommendation and Conclusions**

During the time frame allocated by the delivery order, members of the UAH Applied Research Program, with the cooperation of representatives from AMCOM Systems Engineering and Production Directorate, investigated and evaluated value engineering and Operating and Support Cost Reduction technology being utilized in the Value Engineering and Operating and Support Cost Reduction Office of the Industrial Operations Division. With the development of an upgraded value engineering management information system at LOGSA-MIIC and the development of an OSCR information system by members of the UAH Applied Research Program, integration of the software package into the VE/OSCR management information system process at AMCOM was sought. This integration was implemented and successful. The results of this technology should be a major benefit to the future of the VE/OSCR efforts within SEPD.

***APPENDIX A***

***VEMS DATA ENTRY REQUIREMENTS***

***VEMS Data Entry Requirements  
VE Checklist Definitions***



***December 1998***

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**VEMS Data Entry Requirements**  
**VE Checklist Definitions**

Date: 02Dec97

**I. Introduction**

This is a format description for the type of information needed for the Value Engineering Management System (VEMS). The purpose of this document is to define data elements and describe acceptable input values for those data elements. **This is not an official document.** Each VE Specialist will complete the checklist provided at the front of each folder. Each VE proposal will be entered into the database and a print-out from VEMS will be returned to the VE Specialist. The VE Specialist should review each print-out and verify correct entry.

**II. VECF File**

Below is a list of needed VECF fields to complete the VECF checklist, a definition, and a description for "What type of information can be used?" and "Where it can be found in the VECF file?". Attachment A is the current VECF Checklist.

1. **VECF number** - The VECF number is an assigned number and identifies the individual VE action. The VECF number is recorded in the VE log book. It is identified by using the VE number listed along with the originator's number.
2. **Action Officer** - The Action Officer is the VE person responsible for the file. The VE specialist writes in this information on the VECF file checklist.
3. **Organization** - The organization is the acronym of the supported PEO or office reporting the VECF. The organization name may be found on DD form 1692 or the cover letter submitting the VECF. The computer lab determines the PEO and PM codes using the organization name.
4. **Originator number** - The originator's number is the number assigned to the VECF by the contractor. It is provided in tab 1 of the VECF file on DD form 1692 or the cover letter submitting the VECF.
5. **System** - The system is the abbreviated name of the item/weapon system affected by the VE proposal. The system name may be found on DD form 1692 or the cover letter submitting the VECF. The computer lab determines the weapon system code using the system name.
6. **Office Symbol** - The organization's office symbol is the specific code assigned sub-element within each MSC. It is the office symbol of the MSC directorate or office reporting the VECF.
7. **Title of Change** - The title is a descriptive title of the VECF. It is provided in tab 1 of the VECF file on DD form 1692 in the "title of change" block.
8. **Type of Proposal** - The type of proposal for VECF's may be one of two selections.
  - a. **Acquisition** - A VECF is *acquisition* when it involves a change to a contract or procurement dollars.

b. **Other** - A VECP is *other* when it does not fall within the previously defined category (acquisition). To use *other* as the **type of proposal**, a short description must be provided.

9. **Budget Information** - Each year starting with the current year through the seventh year must be reported. This includes the **current through remaining fiscal years**. To report remaining years, provide the beginning and ending FY and the dollar amount of savings for each year. Estimated savings is provided on the initial DD form 1692 and subsequent contract modifications. The actual savings is provided on the final contract modification.

a. **Government** - Report estimated and actual government savings (\$K), and estimated and actual collateral savings (\$K).

b. **Contractor** - Report estimated and actual contractor savings (\$K).

10. **Appropriation Name** - The funding program element identifies the appropriation type of savings generated by the VECP.

11. **Appropriation Number** - The saving source identifies the specific program element that is the source of VE savings. Note: An appropriation name is not necessary when describing the savings source (appropriation number).

12. **Reprogrammed Savings** - Reprogrammed savings identifies the program element where VE savings is to be reprogrammed (reapplied).

13. **Function** - The function specifies the major function(s) of the item affected by the VECP in the verb-noun format.

14. **Spare Part Indicator** - The spare part indicator determines whether the VECP involves a change to a spare part or not.

15. **Clause Indicator** - The clause indicator determines whether the VECP was submitted voluntarily (Incentive Clause) or if it is the result of a contract requirement (Requirement Clause).

16. **O&S Initiative** - This element indicates whether or not the VEP was identified by the O&S Office or the VEP was funded by the O&S Office.

17. **Current Proposal Status and Date of Action** - The current proposal status is the code that identifies the processing stage of the VECP. A list of possible processing stages is provided below.

a. **Open/Date of Receipt** - The date of receipt is the date the VECP is initially received by any government office. It starts the time clock that measures the rate at which an organization responds to the VECP submitted. The VE specialist writes in this information on the VECP file checklist. It is provided in tab 2 of the VECP file.

- b. **Date of Receipt in the VEO** - The date of receipt in the VEO is the date the VE proposal is received by the MSC VE Office. This date must follow or equal the date of receipt. The VE specialist writes in this information on the VECP file checklist.
- c. **Approved-Disapproved-Withdrawn/Date of Technical Decision** - The date of technical decision is the date the technical review board (CCB, VERB, etc.) approved or disapproved the VECP or the contractor withdrew the VE change. The date must be later than or equal to the **date of receipt** and must precede the **date of financial settlement**. If the VECP is approved or disapproved, this information is provided in tab 3 at the bottom of DD form 1692 by the contracting officer's signature in the "date signed" block. If the VECP is withdrawn, tab 3 will contain a letter from the contractor or a signed MFR.
- d. **Deactivated/Date of Deactivation** - The date of deactivation is the date the VECP is moved outside Government control. This date must be later than the **date of receipt**. This information is provided on a signed MFR in tab 4.
- e. **Reactivated/Date of Reactivation** - The date of reactivation is the date the VECP is moved inside Government control. This date must be later than the previous deactivation date. This information is provided on a signed MFR in tab 4.
- f. **Date of Implementation** - The date of implementation is the date the VE change was implemented. This date corresponds to the date that the government accepts an end item with the changed configuration or the new process or procedure is initiated. This date must follow or equal the **approval date**. This information is provided in tab 5 on the first contract modification in the "effective date" block.
- g. **Date of Interim Modification** - The date of interim modification is the date the VECP is modified, but not financially settled. This date does not stop the clock that measures an organization's processing time. The date of interim modification must follow or equal the **implementation date**. This information is provided on the contract modification(s).
- h. **Final Settlement/Date of Financial Settlement** - The date of financial settlement is the date the VECP is financially settled. The contract is modified to reflect financial settlement with the contractor. The date stops the clock that measures an organization's processing time. The date of final modification date must follow or equal the **interim mod date**.
- i. **NLT Settlement/Date of Contractor Modification** - A Not Less Than (NLT) settlement date may precede the final modification. It includes the dollar amount settled and stops the clock that measures an organization's processing time. This information is provided on the contract modification(s) at the bottom of DD form 1692 by the contracting officer's signature in the "date signed" block.

## **18. Contract & Interim Contract Mod Number**

a. **Contract Mod Number** - The contract modification number identifies the mod number for the contract in which a final settlement was completed. This information is provided on the final contract modification.

b. **Interim Contract Mod Number** - The interim contract modification number identifies the latest interim contract modification, before the final settlement is completed. This information is provided on each contract modification occurring before the final settlement.

19. **Contract Number** - The contract number identifies the contract against which the VECP is submitted. This information is provided in tab 1 of the VECP file on the DD form 1692 in the "contract number" block.

20. **Contractor Cost to develop, test, and implement** - The contractor's cost to develop, test, and implement. Estimated cost is provided on the initial DD form 1692 and subsequent contract modifications. The actual cost is provided on the final contract modification.

21. **Government Cost to develop, test, and implement** - The cost is the government's direct, non-recurring investment cost to develop, test and implement the VECP (excluding overhead and administrative costs). Estimated cost is provided on the initial DD form 1692 and subsequent contract modifications. The actual cost is provided on the final contract modification.

22. **Government Share of VECP Savings** - The government share of VECP savings indicates the percentage of savings that the government receives as a result of the VECP. The government share will depend on the type of VE clause in the contract and the type of contract. The percentage is either a Split of 75% government and 25% contractor (requirement) or 50% government and 50% contractor (incentive).

## **III. VEP File**

Below is a list of needed VEP fields to complete the VEP checklist, a definition, and a description for "What type of information can be used?" and "Where it can be found in the VEP file?". Attachment B is the current VEP Checklist.

1. **VEP number** - The VEP number is the number assigned by the VE office and identifies the individual VE action. The VEP number is recorded in the VE log book. It is identified by using the VE number listed along with the originator's number.

2. **Action Officer** - The Action Officer is the VE person responsible for the file. The VE specialist writes in this information on the VEP file checklist.

3. **Organization** - The organization is the acronym of the supported PEO or office reporting the VEP. This information is provided in Tab 2 on/within the study. The computer lab determines the PEO and PM codes using the organization name.

4. **Originator's Number** - The originator's number is the number assigned to the VEP by the originating activity. This information is provided in tab 1 of the VEP file with the identification documentation.

5. **System** - The system is the abbreviated name of the item/weapon system affected by the VE proposal. The computer lab determines the weapon system code using the system name.

6. **Office Symbol** - The organization's office symbol is the specific code assigned within each MSC. It is the acronym of the supported PEO or office symbol of the MSC directorate of office reporting the VEP.

7. **Title** - The title is a descriptive title of the VEP. The VE specialist writes in this information on the VEP file checklist. It is provided with the identification documentation.

8. **Type of Proposal** - The type of proposal for VEP's may be one of three selections.

a. **Administrative** - A VEP is *administrative* when it does not involve a change to a contract or procurement dollars. Only VEP's can be administrative.

b. **Acquisition** - A VEP is *acquisition* when it involves a change to a contract or procurement dollars.

c. **Other** - A VEP is *other* when it does not fall within the previously defined categories (administrative or acquisition). To use *other* as the **type of proposal**, a short description must be provided.

9. **Current Proposal Status and Date of Action** - The current proposal status identifies the processing stage of the VEP. A definition of each is provided below.

a. **Date of Study Submission** - This is the date the VE study application is submitted to the appropriate authority/decision maker for authority to proceed or abandon. This date must precede or equal the Date Study Began. This information is provided in Tab 1 on the identification documentation.

b. **Date Study Began** - This is the date the idea was identified as a VE study candidate and properly documented as such after review and approval. This date must equal or follow the date of receipt. This information is provided in Tab 2 on/within the study and is typically stated as the date study began; or it may be provided on other documentation that establishes the date study began.

c. **Open/Date of Receipt** - The date of receipt is the date that the VEP is formally submitted for a decision by its proponent organization. It starts the time clock that measures the rate at which an organization responds to the VEP submitted. This information is provided in tab 2 of the VEP file. It may be provided on/within the study and is typically stated as the date study completed; or it may be provided on other documentation that establishes the date study completed.

d. **Approved-Disapproved-Withdrawn/Date of Technical Decision** - The date of approval/disapproval/withdrawal is the date the VEP was technically approved/disapproved/withdrawn. The date must follow or equal the **date of receipt**. This information is provided in tab 3 of the VEP file. It may be provided either on the basic AMCOM VE approval/disapproval document; or it may be provided on other documentation that establishes the date of technical decision.

e. **Date of Implementation** - The date of implementation is the date the VE change was implemented. This date corresponds to the date that the government accepts an end item with the changed configuration or the new process or procedure is initiated. This date must follow or equal the **approval date**. This information is provided in tab 3 of the VEP file. It may either be the date provided on the basic AMCOM VE approval document or the date on the implementation documentation provided in tab 5.

f. **Settled/Date of Verification** - The date of verification is the date the reapplication of the VEP savings is verified by an office or organization having authority to reapply the funding. The date stops the clock that measures an organization's processing time. This information is provided in tab 4 of the VEP file with the budget verification documentation.

10. **Time Code** - The time code determines whether the proposal was generated prior to or after production of the end item.

11. **Spare Part Indicator** - The spare part indicator determines whether the VEP involves a change to a spare part or not.

12. **O&S Initiative** - This element indicates whether or not the VEP was identified by the O&S Office or the VEP was funded by the O&S Office.

13. **Budget Information** - Each year starting with the current year through the remaining years must be reported. This includes the **current through remaining fiscal years and actual government saving (KS)**. This information is provided in tab 4 of the VEP file. Savings years 1-3 are provided with the budget verification documentation. Savings years 4 - remaining years may be provided either on the budget verification documentation or by the VE specialist/others on a signed MFR based on information provided by the originating organization for informational purposes only. To report remaining years, provide the beginning and ending FY and the dollar amount of savings for each year.

**14. Government Cost to develop, test, and implement** - The cost is the government's direct, non-recurring investment cost to develop, test and implement the VEP (excluding overhead and administrative costs). This information is provided in tab 2 or tab 3 of the VEP file with the study.

**15. Appropriation Name** - The funding program element identifies the appropriation type of savings generated by the VEP. This information is provided in tab 2 of the VEP file. It may be provided on other documentation that establishes the appropriation name.

**16. Appropriation Number** - The saving source identifies the specific program element that is the source of the VE savings. Note: An appropriation name is not necessary when describing the savings source (appropriation #.AMCMS code). This information is provided in tab 4 of the VEP file with the budget verification documentation.

**17. Reprogrammed** - Reprogrammed savings number identifies the program element where the VE savings is to be reprogrammed (appropriation #.AMCMS code). This information is provided in tab 4 of the VEP file with the budget verification documentation. If there is cost avoidance savings, enter "cost avoid" in the reprogrammed field.

**18. Sharing Organization** - This is the acronym of the supported PEO or office symbol of the MSC directorate or office sharing the VE savings.

**19. Amount Shared** - This is the dollar amount shared between two or more installations or organizations.

**20. Percent Shared** - This is the percentage of the savings that is credited to the sharing organization.

***ATTACHMENT A***

***VECP Checklist***

## VECP File Checklist

VECP #: 1 Action Officer: 2  
 Organization: 3 Originator #: 4  
 System: 5 Procurement Office Symbol: 6  
 Title of Change: 7

Type of Proposal: 8a Acquisition  
 8b Other Define

Savings:		Gov't	Collateral	Contractor
YR of Savings	FY	Savings (\$K)	Savings (\$K)	Savings (\$K)
Year 1 - Current	(1999)	\$ <u>9a</u>	\$ <u>9a</u>	\$ <u>9b</u>
Year 2 - Budget	(2000)	\$ <u></u>	\$ <u></u>	\$ <u></u>
Year 3 - Future	(2001)	\$ <u></u>	\$ <u></u>	\$ <u></u>
Year 4 -	(2002)	\$ <u></u>	\$ <u></u>	\$ <u></u>
Year 5 -	(2003)	\$ <u></u>	\$ <u></u>	\$ <u></u>
Year 6 -	(2004)	\$ <u></u>	\$ <u></u>	\$ <u></u>
Year 7 -	(2005)	\$ <u></u>	\$ <u></u>	\$ <u></u>
Remaining Years (2006) - (2008)		\$ <u></u>	\$ <u></u>	\$ <u></u>

Appropriation Name: 10  
 Appropriation Number: 11 Reprogrammed Savings: 12

**Tab 1:** Copy of VECP  
 Function: 13 Clause Indicator: 14 Incentive 14 Requirement  
 Spares: 15 Yes 15 No  
 Is this an initiative with another program: 16 Yes 16 No Program Name:

**Tab 2:** Date Government received VECP: 17a  
 Date VE Office received VECP: 17b

**Tab 3:** VECP Date: Approved 17c **or** Disapproved 17c **or** Withdrawn 17c

**Tab 4:** Deactivation/Reactivation Records and Dates 17d &/or 17e

**Tab 5: MODIFICATION 1:** Mod # 18a/b Contract # 19  
 Date Mod Signed: 17g/h/i Date VEO received Mod:  Implementation Date: 17f  
Savings Calculations: Total VECP Savings: \$  (less)  
 Contractor D/I Cost: \$ 20 (less) Gov't D/I Cost: \$ 21 (equals)  
 VECP Savings: \$  (X) Gov't  % = Gov't Savings: \$ 22  
 Summary:

**Tab 6: MODIFICATION 2:** Mod #  Contract #   
 Date Mod Signed:  Date VEO received Mod:  Implementation Date:   
Savings Calculations: Total VECP Savings: \$  (less)  
 Contractor D/I Cost: \$  (less) Gov't D/I Cost: \$  (equals)  
 VECP Savings: \$  (X) Gov't  % = Gov't Savings: \$   
 Summary:

**Tab 7: MODIFICATION 3:** Mod # \_\_\_\_\_ Contract # \_\_\_\_\_  
Date Mod Signed: \_\_\_\_\_ Date VEO received Mod: \_\_\_\_\_ Implementation Date: \_\_\_\_\_  
Savings Calculations: Total VECP Savings: \$ \_\_\_\_\_ (less)  
Contractor D/I Cost: \$ \_\_\_\_\_ (less) Gov't D/I Cost: \$ \_\_\_\_\_ (equals)  
VECP Savings: \$ \_\_\_\_\_ (X) Gov't \_\_\_\_\_ % = Gov't Savings: \$ \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_

**Tab 8: MODIFICATION 4:** Mod # \_\_\_\_\_ Contract # \_\_\_\_\_  
Date Mod Signed: \_\_\_\_\_ Date VEO received Mod: \_\_\_\_\_ Implementation Date: \_\_\_\_\_  
Savings Calculations: Total VECP Savings: \$ \_\_\_\_\_ (less)  
Contractor D/I Cost: \$ \_\_\_\_\_ (less) Gov't D/I Cost: \$ \_\_\_\_\_ (equals)  
VECP Savings: \$ \_\_\_\_\_ (X) Gov't \_\_\_\_\_ % = Gov't Savings: \$ \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_

**Tab 9: MODIFICATION 5:** Mod # \_\_\_\_\_ Contract # \_\_\_\_\_  
Date Mod Signed: \_\_\_\_\_ Date VEO received Mod: \_\_\_\_\_ Implementation Date: \_\_\_\_\_  
Savings Calculations: Total VECP Savings: \$ \_\_\_\_\_ (less)  
Contractor D/I Cost: \$ \_\_\_\_\_ (less) Gov't D/I Cost: \$ \_\_\_\_\_ (equals)  
VECP Savings: \$ \_\_\_\_\_ (X) Gov't \_\_\_\_\_ % = Gov't Savings: \$ \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_

**Tab 10: MODIFICATION 6:** Mod # \_\_\_\_\_ Contract # \_\_\_\_\_  
Date Mod Signed: \_\_\_\_\_ Date VEO received Mod: \_\_\_\_\_ Implementation Date: \_\_\_\_\_  
Savings Calculations: Total VECP Savings: \$ \_\_\_\_\_ (less)  
Contractor D/I Cost: \$ \_\_\_\_\_ (less) Gov't D/I Cost: \$ \_\_\_\_\_ (equals)  
VECP Savings: \$ \_\_\_\_\_ (X) Gov't \_\_\_\_\_ % = Gov't Savings: \$ \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_

**Tab 11: MODIFICATION 7:** Mod # \_\_\_\_\_ Contract # \_\_\_\_\_  
Date Mod Signed: \_\_\_\_\_ Date VEO received Mod: \_\_\_\_\_ Implementation Date: \_\_\_\_\_  
Savings Calculations: Total VECP Savings: \$ \_\_\_\_\_ (less)  
Contractor D/I Cost: \$ \_\_\_\_\_ (less) Gov't D/I Cost: \$ \_\_\_\_\_ (equals)  
VECP Savings: \$ \_\_\_\_\_ (X) Gov't \_\_\_\_\_ % = Gov't Savings: \$ \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_

***ATTACHMENT B***

***VEP Checklist***

## VEP File Checklist

VEP #: \_\_\_\_\_ 1 \_\_\_\_\_      Action Officer: \_\_\_\_\_ 2 \_\_\_\_\_  
 Organization: \_\_\_\_\_ 3 \_\_\_\_\_      Originator #: \_\_\_\_\_ 4 \_\_\_\_\_  
 System: \_\_\_\_\_ 5 \_\_\_\_\_      Office Symbol: \_\_\_\_\_ 6 \_\_\_\_\_  
 Title: \_\_\_\_\_ 7 \_\_\_\_\_

**Type of Proposal:**      8a ☐ Administrative  
                                  8b ☐ Acquisition  
                                  8c ☐ Other      Define \_\_\_\_\_

**Tab 1:** Identification of VE effort date: \_\_\_\_\_ 9a \_\_\_\_\_

**Tab 2:** Study began date: \_\_\_\_\_ 9b \_\_\_\_\_  
          Study completed date: \_\_\_\_\_ 9c \_\_\_\_\_

**Time code:**    10\_Prior to production    10\_After production    10\_Non-hardware/software

**Spare part:**      11\_Yes    11\_No

**Is this an initiative with another program:** 12\_Yes    12\_No    **Program Name:** \_\_\_\_\_

**Tab 3:** Date of technical decision: Approved \_\_\_\_\_ 9d \_\_\_\_\_  
    Disapproved \_\_\_\_\_ 9d \_\_\_\_\_  
    Withdrawn \_\_\_\_\_ 9d \_\_\_\_\_

**Tab 4:** Savings Information      Verification date \_\_\_\_\_ 9f \_\_\_\_\_

YR of Savings	FY	\$'s
Year 1 - Hard Dollar	(1999)	_____ 13 _____
Year 2 - Budget	(2000)	_____
Year 3 - Future Budget	(2001)	_____
Year 4 -	(2002)	_____
Year 5 -	(2003)	_____
Year 6 -	(2004)	_____
Year 7 -	(2005)	_____
Remaining Years -	(2006) - (2008)	_____

**Implementation Cost:** \$ \_\_\_\_\_ 14 \_\_\_\_\_ (K)

**Appropriation Name:**    15\_PA    15\_RDTE    15\_OMA    Other \_\_\_\_\_  
**Appropriation #:** \_\_\_\_\_ 16 \_\_\_\_\_      **Reprogrammed to:** \_\_\_\_\_ 17 \_\_\_\_\_

**If Shared:**      Sharing Organization \_\_\_\_\_ 18 \_\_\_\_\_      VEP# \_\_\_\_\_      Originator # \_\_\_\_\_  
**Total VEP savings:** \$ \_\_\_\_\_ (K) (x) \_\_\_\_\_ 19 \_\_\_\_\_ % shared =  
    Other organization's savings \$ \_\_\_\_\_ 20 \_\_\_\_\_ (K)

**Tab 5:** Implementation Documentation      Date Implemented \_\_\_\_\_ 9e \_\_\_\_\_

## ***APPENDIX B***

### ***OSCR DATA ENTRY REQUIREMENTS AND DEFINITIONS***

*Data Entry Requirements*  
*OSCR Checklist Definitions*



**January 1999**

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ATTACHMENT A:     OSCR Checklist		

## OSCR Data Entry Requirements

### I. INTRODUCTION

This is a format description for the type of information needed to meet data entry requirements for the OSCR database. The purpose of this document is to define data elements and describe acceptable input values for those data elements. **This is not an official document.** Each OSCR Specialist will complete the checklist provided at the front of each folder. The lab will enter each OSCR initiative and return a print-out. The OSCR Specialist should review each print-out and notify the lab of changes.

### II. OSCR Data Elements

#### Action\_Date

The Action Date is the date of the latest action taken on OSCR project. This information is provided on the OSCR Checklist.

#### Action\_Officer

The Action Officer is the OSCR person responsible for tracking the OSCR Initiative. . This information is provided on the OSCR Checklist.

#### Active

The Active field contains "yes" or "no" data. It refers to whether or not the file is still in process.

#### Appropriation

The Appropriation identifies the type of redesign funding. This information is provided on the OSCR Checklist and also on the *Program Summary Sheet* in tab 4 of the OSCR File.

#### Approved\_Funds

The Approved Funds identifies the amount of dollars that has been approved and is expected to be obligated for a specific project.

#### Candidate\_Date

The Candidate Date is the date the Idea Submission Form is completed. This information is provided on the OSCR Checklist and also on the *Idea Submission Form* in tab 1 of the OSCR File.

#### Change\_EA\_Date

The Change EA Date is the date an updated economic analysis was submitted to AMC. This information is provided on the OSCR Checklist and also on the *economic analysis* in tab 3 of the OSCR File.

#### Command\_Id

The Command Id is the text used to identify the type of command associated with the OSCR initiative. The Command Id can either be MICOM, ATCOM, or AMCOM.

#### Component

The Component is the name of the component that is affected by the project. This information is provided on the OSCR Checklist and also on the *Economic Analysis* in tab 3 of the OSCR File.

#### Component\_NSN

The Component NSN is the National Stock Number for the component being changed as a result of the OSCR initiative. This information is provided on the OSCR Checklist and also on the *Economic Analysis* in tab 3 of the OSCR File.

#### Contractor

The Contractor is the name of the contractor responsible for the changes made to the weapon system.

**Date\_Approved**

The Date Approved is the date funding for the initiative or project has been approved. This information is provided on the OSCR Checklist.

**Date\_Authorized**

The Date Authorized is the date the funding request is authorized by the project manager for the OSCR project. This information is provided on the OSCR Checklist and also on the *PM Authorization* in tab 2 of the OSCR File.

**Date\_Created**

The Date Created is the date in which the Originator Number was created.

**Date\_Eng\_Completion**

The Date Engineering Completion is the date the engineering change is completed. This information is provided on the OSCR Checklist.

**Date\_Funded**

The Date Funded is the date the OSCR Initiative is funded. This information is provided on the OSCR Checklist.

**Date\_Implemented**

The Date Implemented is the date the "implementation memo" showing intent to implement is signed. This information is provided on the OSCR Checklist and also in tab 7 (*Implemented Initiative*) of the OSCR File.

**Date\_Obligated**

The Date Obligated is the date of obligation. This information is provided on the OSCR Checklist and also in on the *obligation plan/document* in tab 6 of the OSCR File.

**Date\_Test\_Completion**

The Date Test Completion is the date testing is completed. This information is provided on the OSCR Checklist.

**Date\_Updated**

The Date Updated is the date the record is updated.

**Date\_Requested**

The Date Requested is the date funding is requested for the OSCR project. This information is provided on the OSCR Checklist and on the *Funding Request* in tab 5 of the OSCR File.

**Date\_Validated**

The Date Validated is the date the *Economic Analysis* is signed. This information is provided on the OSCR Checklist and on the *Economic Analysis* in tab 3 of the OSCR File.

**Description**

The Description data element is a memo field used to describe the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 and the *Program Summary Sheet* in tab 4 of the OSCR File.

**Field\_Pays**

The Field Pays contains yes/no data. It refers to whether or not the field paid implementation costs.

**Fiscal\_Year**

The Fiscal Year identifies the fiscal year of the current action.

**FY\_Funded**

The FY Funded is the first fiscal year savings are projected.

**FY\_Goal**

The FY Goal is the dollar amount set by AMC to equal or exceed in projected savings for a specified fiscal year.

**Group\_Id**

The Group Id is the text used to identify the type of group associated with the OSCR initiative. The Group Id can be either Aviation or Missile.

**Impacted\_Org**

The Impacted Organization is the names of organizations that will be impacted by the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

**Initiative\_Date**

The Initiative Date is the date a candidate becomes an initiative or a project. This information is provided on the OSCR Checklist.

**Inv\_Funds**

The Investment Funds is the total dollar amount in thousands of dollars (\$K) the provided by the Project Office to fund the OSCR Initiative. This information is provided on the OSCR Checklist and also on the *Program Summary Sheet* in tab 4 of the OSCR File.

**Item**

The Item is the secondary item affected by the OSCR Initiative. This information is provided on the OSCR Checklist, the *Idea Submission Form*, and the *Program Summary Sheet* in tab 4 of the OSCR File.

**Item\_NSN\_New**

The Item NSN New is the National Stock Number (NSN) is the number assigned to the new item produced as a result of the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 or the *Economic Analysis* in tab 3 of the OSCR File.

**Item\_NSN\_Old**

The Item NSN Old is the National Stock Number (NSN) is the number assigned to the item being changed as a result of the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 or the *Economic Analysis* in tab 3 of the OSCR File.

**New\_Item**

The New Item field contains yes/no data. It refers to whether or not the item is new.

**Office\_Symbol**

The Office Symbol is the specific code assigned to each sub-element within each MSC. In this case, it is the POC's office symbol. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

**Obligated\_Funds**

The Obligated Funds is the dollar amount approved and secured to be used for the intended purpose stated in the OSCR initiative. This information is provided on the OSCR Checklist.

**Organization**

The Organization is the name of the POC's organization. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

**Originator\_No**

The Originator Number is the number assigned for each idea submission. It is based on the system name, fiscal year, and sequence number for that system. This information is provided on the OSCR Checklist.

**OSCR\_No**

The OSCR Number is the number assigned by AMC for each OSCR Initiative that is funded. It is based on the fiscal year and a sequence number. This information is provided on the OSCR Checklist.

**PEO**

The PEO identifies the Program Executive Office affected by the OSCR Initiative.

**Phone**

The Phone is the POC's phone number. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

**POC**

The POC is the point of contact for the OSCR idea. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

**Proj\_FY**

The Projected Fiscal Year is the fiscal year of savings. This information is provided on the OSCR Checklist, the *Economic Analysis* in tab 3, and the *Program Summary Sheet* found in tab 4 of the OSCR File.

**Proj\_Savings**

The Projected Savings is the dollar amount in thousands of dollars (\$K) produced by the OSCR Initiative. This information is provided on the OSCR Checklist, the *Economic Analysis* in tab 3, and the *Program Summary Sheet* in tab 4 of the OSCR File.

**Proposed\_Investment**

The Proposed Investment is the initial estimate for the dollar amount in thousands of dollars (\$K) for the redesign cost. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

**Proposed\_Savings**

The Proposed Savings is the initial estimate for the dollar amount in thousands of dollars (\$K) for the projected savings to occur as a result of the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

**Reassessment\_Date**

The Reassessment Date is the date used to identify the date the OSCR initiative was reassessed and a final economic analysis was submitted to AMC.

**Redesign\_Funds**

The Redesign Funds is the dollar amount in thousands of dollars (\$K) for funding provided locally or by AMC. This information is provided on the OSCR Checklist and also on the *Program Summary Sheet* in tab 4 of the OSCR File.

**SIR**

The SIR is the Savings to Investment Ratio. This information is provided on the *Economic Analysis* in tab 3 of the OSCR File.

**Source**

The Source identifies whether the OSCR Initiative was identified through an individual, data call, readiness report, or other source.

**Status**

The Status is a short comment concerning the current location of the OSCR Initiative. This information is provided on the OSCR Checklist.

**Status\_Code**

The Status Code is an assigned code indicating the current status of the OSCR Initiative. This information is provided on the OSCR Checklist.

**Subsystem**

The Subsystem is the name of the subsystem affected by the OSCR Initiative. This information is provided on the OSCR Checklist and also on the *Idea Submission Form* in tab 1 of the OSCR File.

**System**

The System is the name of the system affected by the OSCR Initiative. This information is provided on the OSCR Checklist and also on the *Idea Submission Form* in tab 1 of the OSCR File.

**Title**

The Title is a short comment describing the OSCR Initiative. This information is provided on the OSCR Checklist, the *Idea Submission Form* in tab 1, and the *Program Summary Sheet* in tab 4 of the OSCR File.

**Total\_Funds**

The Total Funds is the total amount in thousands of dollars (\$K) for investment, which includes the amount funded by AMC and the amount invested by the project office. This information is provided on the OSCR Checklist.

**Type\_Change**

The Type Change identifies whether the OSCR Initiative is a hardware redesign, hardware replacement, or maintenance concept change. This information is extracted from the description.

**Type\_Program**

The Type Program identifies whether the OSCR Initiative is funded by either SMA-OSCR or Depot Maintenance Reliability Program (DMRP). This information is provided on the OSCR Checklist.

**Type\_Project**

The Type Project identifies whether the OSCR Initiative is funded locally, by AMC, or by PBD-714. This information is provided on the OSCR Checklist.

**Weapon\_NSN**

The Weapon NSN is the National Stock Number for the weapon system being changed as a result of the OSCR initiative. This information is provided on the OSCR Checklist and also on the *Economic Analysis* in tab 3 of the OSCR File.

**III. OSCR Reports****% of Goal**

This report compares projected savings to the goal set for POM years (FY98-03) and FY04-05.

**Description of Funded Projects**

This report displays the description for all funded projects by originator number.

**Funded Projects**

This report displays a summary of all funded projects. This report displays both local and AMC projects on the same report. It also displays the redesign funding, total investment funding, obligated amount, projected savings, and date implemented.

**Funded Project Information**

This report displays general, funding, and savings information for a specific originator number.

**Funded Projects - Savings by Projected FY**

This report displays either local or AMC funded projects. This report provides each funded projects projected savings and investment funding by fiscal year. It also displays local and AMC projects separately.

**Funded Projects - Summary of Investment Funding**

This report displays either local or AMC funded projects. This report provides a summary of each funded projects investment funding. It displays local and AMC projects separately.

**Funded Projects - Summary of Investment Funding and 10 YR Savings Projections**

This report displays all OSCR projects funded for all fiscal years. This report provides a summary of each funded projects projected savings, redesign funding, field savings, date funded, date obligated, and SIR.

**Funded Projects - Summary of Projected Savings**

This report displays either local or AMC funded projects. This report provides a summary of each funded projects projected savings. It displays local and AMC projects separately.

**NSNs for Funded OSCR Projects**

This report displays National Stock Numbers (NSNs) for the weapon system, component(s), and item(s) being effected by the OSCR initiative.

**Originator Number Log**

This report displays originator numbers for a specific fiscal year.

**POM Promise**

This report displays fiscal years 1998 - 2003, which are the years designated for the POM Promise.

**Project Differences Report**

This report displays information for a specific fiscal year from the Funded table and compares it to the Funded Archive table in order to assess the amount of change due to the changed economic analysis.

**Requested Project Information**

This report displays general, funding, and savings information for a specific originator number.

**Status Report - Open Items**

This report displays the current status of all open ideas/projects submitted for a specific fiscal year.

**Status Report - Funded Items**

This report displays the current status of all funded projects for a specific fiscal year.

**Status Report - Withdrawn/Rejected Candidates**

This report displays all candidates that were withdrawn by the submitter or rejected by the OSCR Office.

**Submitted Projects**

This report displays a summary of all projects in which funding was requested but not yet funded. This report provides both local and AMC projects on the same report. It also displays the amount of redesign funding requested, total investment funding required, approved amount, and projected savings.

#### **Submitted Projects - Savings by Projected FY**

This report displays either local or AMC projects where funding was requested but not yet funded. This report provides each requested projects projected savings by fiscal year. It displays local or AMC projects separately.

#### **Submitted Projects - Summary of Projected Savings**

This report displays either local or AMC project where funding was requested but not yet funded. This report provides a summary of each requested projects projected savings. It displays local and AMC projects separately.

### **IV. Tables, Queries, and Forms**

#### **Tables:**

<b>Name</b>	<b>Definition</b>
<i>appropriation</i>	appropriation names
<i>command</i>	command names
<i>contractor</i>	participating contractor names
<i>funded</i>	current data for funded projects by projected fiscal year
<i>funded_archive</i>	archived data for funded projects by projected fiscal year
<i>goals</i>	POM years goals (FY98 - 03), plus FY04 and FY05
<i>main</i>	basic data for each OSCR initiative (dates, title, system, etc.)
<i>nsn component</i>	nsn for the component(s)
<i>nsn item</i>	nsn for the item(s)
<i>nsn system</i>	nsn for the weapon system
<i>project status</i>	status for each OSCR initiative
<i>requested</i>	data for requested projects by projected fiscal year
<i>source</i>	origination of OSCR initiative
<i>status code</i>	status codes
<i>system</i>	systems
<i>type change</i>	type of change occurring within the OSCR initiative

#### **Queries:**

<b>Name</b>	<b>Definition</b>
<i>% of goal</i>	see % of goal report
<i>all funded</i>	see <i>Funded Projects - Summary of Investment Funding and 10 YR Savings Projections</i>
<i>all dates</i>	lists milestone dates for all OSCR initiatives
<i>archive_f</i>	lists funded OSCR initiatives most recently archived
<i>dates</i>	lists current FY milestone dates for all OSCR initiatives
<i>description</i>	see <i>Description of Funded Projects</i> report
<i>differences</i>	see <i>Project Differences</i> report
<i>funded detail</i>	see <i>Funded Projects - Savings by Projected FY</i> report
<i>nsn</i>	list of NSNs for each originator number
<i>originator#</i>	list of originator numbers
<i>originator_f</i>	funding data for a specific originator number
<i>originator_r</i>	requested data for a specific originator number
<i>oscr#</i>	list of OSCR numbers
<i>pom_promise</i>	see <i>POM Promise</i> report
<i>requested detail</i>	see <i>Submitted Projects - Savings by Projected FY</i> report
<i>status funded</i>	see <i>Status Report - Funded Items</i> report
<i>status open</i>	see <i>Status Report - Open Items</i> report

*status rejects*      see *Status Report - Withdrawn/Rejected Candidates* report  
*total funded*      see *Funded Projects - Summary of Projected Savings* report  
*total requested*    see *Submitted Projects - Summary of Projected Savings* report

**Forms:**

Name	Definition
<i>% of goal</i>	see <i>% of goal</i> query
<i>all dates</i>	see <i>all dates</i> query
<i>all funded</i>	see <i>all funded</i> query
<i>funded</i>	data from main and funded tables for a specific originator number
<i>fy_funded</i>	see <i>total funded</i> query
<i>request</i>	data from main and requested tables for a specific originator number
<i>status</i>	data from the status table
<i>status funded</i>	see <i>status funded</i> query

***ATTACHMENT A***

***OSCR Checklist***

## OSCR File Checklist

OSCR No: \_\_\_\_\_ OSCR Specialist: \_\_\_\_\_ POC: \_\_\_\_\_  
 Originator No: \_\_\_\_\_ Type Project/Program: \_\_\_\_\_ Organization: \_\_\_\_\_  
 System: \_\_\_\_\_ Component: \_\_\_\_\_ Office Symbol: \_\_\_\_\_  
 Subsystem: \_\_\_\_\_ Item: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Title: \_\_\_\_\_

**NSNs:** New Item?(Y/N) \_\_\_\_\_  
 Weapon System \_\_\_\_\_  
 Component \_\_\_\_\_  
 Old Item \_\_\_\_\_  
 New Item \_\_\_\_\_

**Type of Change:**
 \_\_\_\_\_ Hardware Redesign  
 \_\_\_\_\_ Hardware Replacement  
 \_\_\_\_\_ Maintenance Concept Change  
 \_\_\_\_\_ Re-engineering Analysis  
 \_\_\_\_\_ Other Define \_\_\_\_\_

**Source:**
 \_\_\_\_\_ Data Call  
 \_\_\_\_\_ Individual  
 \_\_\_\_\_ Readiness Report  
 \_\_\_\_\_ Other Define \_\_\_\_\_

**Tab 1: IDENTIFICATION of OSCR effort:**      Candidate Date \_\_\_\_\_  
Initiative Date \_\_\_\_\_

**Tab 2: PM AUTHORIZATION:** Authorization Date \_\_\_\_\_

**Tab 3: ECONOMIC ANALYSIS:** Validation Date \_\_\_\_\_ Change EA # \_\_\_\_\_ Date \_\_\_\_\_  
 # \_\_\_\_\_ Date \_\_\_\_\_  
 # \_\_\_\_\_ Date \_\_\_\_\_  
 # \_\_\_\_\_ Date \_\_\_\_\_

**Tab 4: PROGRAM SUMMARY:**  
**Appropriation Name:** RDTE PA OMA SMA AWCF OTHER Define\_\_\_\_\_

Year of Savings	Gross Projected Savings (\$K)	Engineering Cost (\$K)	Investment Cost (\$K)
Year 1 - Savings FY( )	\$ _____	\$ _____	\$ _____
Year 2 - Savings FY( )	\$ _____	\$ _____	\$ _____
Year 3 - Savings FY( )	\$ _____	\$ _____	\$ _____
Year 4 - Savings FY( )	\$ _____	\$ _____	\$ _____
Year 5 - Savings FY( )	\$ _____	\$ _____	\$ _____
Year 6 - Savings FY( )	\$ _____	\$ _____	\$ _____
Year 7 - Savings FY( )	\$ _____	\$ _____	\$ _____
Year 8 - Savings FY( )	\$ _____	\$ _____	\$ _____
Year 9 - Savings FY( )	\$ _____	\$ _____	\$ _____
Year 10-Savings FY( )	\$ _____	\$ _____	\$ _____
<b>Totals</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Tab 5: FUNDING**

Request Date \_\_\_\_\_  
Authorization Date \_\_\_\_\_

**Tab 6: OBLIGATION**

Obligation Date	_____
Engineering Completion Date	_____
Testing Completion Date	_____
Implementation Date	_____

**Tab 7: AMC REASSESSMENT EA:** Reassessment Date \_\_\_\_\_  
**RMS or Local Project:** Completion Date \_\_\_\_\_

**Description:** \_\_\_\_\_